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DODGE COUNTY, NEBRASKA
FRED MYTTY, COUNTY CLERK



Agenda Item # 10.d
Date 6-5-2019

May 29, 2019

Bob Missel, Chair
c/o Fred Mytty, County Clerk
Dodge County
435 N Park
Fremont, NE 68025

**RE: State Homeland Security Grant (SHSG)/Emergency Management Performance Grant (EMPG)
Monitoring Visit**

Dear Mr Missel:

First, I would like to thank Tom Smith, for making himself available during the On-Site visit, which took place on May 20, 2019, for the 2018 EMPG, conducted by Merci Suarez, Federal Aid Administrator – Grants Monitor. I know Merci was very appreciative of the time spent during this process.

Second, as you know, the purpose of the visit is to provide you with the results to ensure compliance with the Department of Homeland Security (DHS) and NEMA grant regulations and requirements. The protocol for the Monitoring Visit Report is specifically covered under 2018 EMPG. Throughout the Memorandum, by section, are Required Corrective Action(s) to make the grant monitoring process more efficient. Should there be a "finding" under this heading, that finding should be resolved within sixty (60) days of receipt of this letter by sending the necessary information to Merci. Finally, should you have any questions, comments, or concerns, please direct them to Julie Mayers, Grants Unit Supervisor.

Sincerely,

A handwritten signature in black ink, appearing to read "Bryan Tuma", is written over the word "Sincerely,".

Bryan Tuma
NEMA Assistant Director

cc: Tom Smith, Director – Dodge County Emergency Management

Daryl Bohac, Director

Nebraska Emergency Management Agency

2433 NW. 24th Street
Lincoln, Nebraska 68524

OFFICE 402-471-7421 FAX 402-471-7433

nema.nebraska.gov



Date: May 29, 2019
NEMA Representative: Merci Suarez
Sub-Recipient Monitored: Dodge County
Grant(s) Monitored: 2018 Emergency Management Performance Grant (EMPG)

MONITORING MEMORANDUM

On May 20, 2019, an on-site monitoring review was conducted by Merci Suarez, Federal Aid Administrator – Grants Monitor, of the Nebraska Emergency Management Agency (NEMA). Grant sub-recipient Dodge County was represented by Tom Smith.

The purpose of the review is to ensure compliance with the Department of Homeland Security (DHS) and NEMA grant regulations and requirements; offer recommendations for improvement when and if needed; and then provide the Board of Governors with the results. The protocol of the Monitoring Report is specifically covered under 2018 EMPG. A copy of this memorandum will also be provided to NEMA Grants Management and circulated through the appropriate NEMA channels.

Categories that could be specifically reviewed (if grant funds were spent in support of) during the On-Site Review:

- 1) Employee Reimbursement
- 2) Equipment
- 3) Fiscal
- 4) LEOP Compliance
- 5) NIMS Compliance
- 6) Other Direct Costs
- 7) Personnel & Direct Labor
- 8) PET Expenses
- 9) Supplies & Materials
- 10) Travel-Vehicle Mileage
- 11) Reporting Requirements and Special Conditions

The On-Site Review consisted of interviews with the above named staff, plus review of documents and records. Based on the information obtained as the result of the interview and documents reviewed, the following are the outcomes by grant fund supported categories.

Daryl Bohac, Director

Nebraska Emergency Management Agency

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Employee Reimbursement

Activity not supported by the grant.

Equipment

Activity not supported by the grant.

Fiscal

Dodge County has processes and safeguards in place to prevent the co-mingling of Federal, State, and Local funds. Grant funds are received by the County Treasurer's Office, and disbursements are made through the County Clerk's Office. All program costs were identified as eligible prior to encumbering funds; the suspension and debarment listings have been consulted; all disbursements were fully supported by invoices or purchase orders and receipts; all invoices were reviewed by the project director; the accounting system prevents obligations or expenditures of Federal funds outside the grant period; there is a separate accounting of all financial transactions for each Federal grant, as they are annotated by *Business Unit*; and proper fiscal record retention is being followed. Reconciliation of records against the General Ledger are conducted by the emergency manager on a monthly basis. A FEMA requirement is that all sub-recipients have a written Procurement/Purchasing policy that complies with 2 CFR 200.318-326.

Required Corrective Action(s)

Provide a copy of the Dodge County's Procurement/Purchasing policy.

LEOP Compliance

LEOP is in compliance.

Required Corrective Action(s)

None

NIMS Compliance

NIMS Compliant

Other Direct Costs

Activity not supported by the grant.

Personnel & Direct Costs

In accordance with grant guidelines, under this section not only are payroll records reviewed, but also *Human Resources* information. This is common information that should be part of a personnel file and that the employee has seen, read, and signed. Personnel files are maintained for the employees, inclusive of: current job description, deductions and changes in pay rates; payroll files are available for review; staff positions are filled for the approved budget; staff salaries are consistent with approved budget, and fringe benefits are the same as what is listed in the approved budget. Dodge County is a new sub-recipient to EMPG and, the emergency manager has not been in his position for a year, therefore a performance evaluation is not required at this time, however, annual performance evaluations are a requirement of the EMPG grant.

Required Corrective Action(s)

None



PET Expenses

Activity not supported by the grant. Discussion was held and documentation provided to support participation in a minimum of three exercises. To fully complete the exercise requirement for EMPG, an After Action Report (AAR) must be provided for qualifying exercises.

Required Corrective Action(s)

Documentation to support the third exercise requirement is to be provided to NEMA after completion in June.

Supplies & Materials

Under this section are phone, office supplies and AlertSense expenses. All purchases of supplies and materials are approved and well documented by invoices, are consistent with approved budget, without a substantial supply inventory remaining, and no costs are shared with other programs or funding sources. Procurement transactions were conducted in a manner providing full and open competition, and quotations were obtained from an adequate number of sources.

Required Corrective Action(s)

None

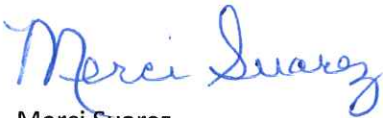
Travel-Vehicle Mileage

Activity not supported by the grant.

Reporting Requirements & Special Conditions

The Sub-Recipient was in compliance with its performance goals clearly showing an effort toward this grant funded program; thus, exhibiting progress against the *Homeland Security Strategy*. All aspects were Reviewed and Confirmed with the Emergency Manager. Discussion ensued on content for the quarterly reports.

Respectfully submitted,



Merci Suarez

Federal Aid Administrator-Grants Monitor

cc: Tom Smith, Director – Dodge County Emergency Management

